



DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

• • •

BUDGET & MANAGEMENT

Division #11-1050

• • •

URBAN AFFAIRS

Division #11-1059

• • •

TREASURY

Division #15-1056

• • •

COLLECTIONS

Division #15-1045

• • •

PURCHASE

Division #17-1068

• • •

INVENTORY & STORES

Division #17-1081

• • •

PRINT SHOP & MAILROOM

Division #17-1082

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of the Budget Division #11-1050

Goals

1. To monitor and maintain the fiscal integrity of the City.
2. To maximize the effectiveness and efficiency of the divisions of the Department to include Urban Affairs, Treasury, Collections, Purchase, Inventory & Stores and Print Shop.
3. Effective management of operations by scrutinizing data on which to base management decisions.

Activities

1. Gather data to prepare and administer the annual recommended and adopted City Budgets.
2. Act as a liaison between the Buffalo Financial Stability Authority (Control Board) and the City.
3. Represent the Mayor in fiscal matters related to the City with local, state and federal governments.
4. Monitor expenditures and revenues projected in the budget.
5. Prepare reallocations within budget functions.
6. Keep abreast of state and federal regulations effecting City finances.
7. Monitor the procedure for completion of Personnel Requisitions (PR) prior to submission to Civil Service.
8. Prepare Certificates of Necessity, Transfers of Funds, Budget Reallocations and Salary Ordinances for transmission to the Common Council.
9. Prepare, monitor, and update a Four-Year Plan as required by the Buffalo Fiscal Stability Authority.

Work Program Statistics

| | Actual 2021-2022 | Projection 2022-2023 | Estimated 2023-2024 |
|---|-----------------------------|---------------------------------|--------------------------------|
| Budget Totals | \$757,747 | \$1,115,000 | \$1,152,304 |
| Salary Ordinance Amendments | 25 | 34 | 20 |
| Revenue Accounts estimated and reviewed | 391 | 393 | 393 |
| City Department Budgets monitored | 13 | 13 | 13 |
| City Enterprise Funds monitored | 3 | 3 | 3 |
| Personnel Requisitions processed and released | 315 | 295 | 280 |
| Fund reallocations | 186 | 175 | 125 |
| Personal service-man years | 8 | 10 | 10 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|---|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1050 DIV OF BUDGET & MGMT SERVICES TOTAL | 751,747 | 1,152,304 | 1,152,765 | 610,039 | 886,235 |
| 11150001 DIV BUDGET & MGT SERV PS | 699,063 | 1,093,760 | 1,093,760 | 580,898 | 827,691 |
| 411001 ANNUAL SALARY | 691,947 | 1,081,510 | 1,081,510 | 574,381 | 820,116 |
| 413001 OVERTIME | 3,066 | 5,000 | 5,000 | 1,749 | 2,000 |
| 414001 LONGEVITY | 4,050 | 4,750 | 4,750 | 4,750 | 3,075 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 0 | 2,500 | 2,500 | 0 | 2,500 |
| 415001 AUTOMOBILE ALLOWANCE | 0 | 0 | 0 | 18 | 0 |
| 11150004 DIV BUDGET & MGT SERV TR | 52,306 | 32,344 | 32,344 | 12,242 | 32,344 |
| 458003 REGISTRATION & MEMBERSHIP FEES | 52,306 | 32,344 | 32,344 | 12,242 | 32,344 |
| 11150005 DIV BUDGET & MGT SERV SP | 0 | 0 | 16,488 | 15,750 | 0 |
| 461002 CONTRACT VENDOR SUPPLIES | 0 | 0 | 16,488 | 15,750 | 0 |
| 11150006 DIV BUDGET & MGT SERV SV | 378 | 26,200 | 10,173 | 1,149 | 26,200 |
| 455100 INTERNAL PRINT SHOP | 378 | 1,200 | 1,661 | 700 | 1,200 |
| 456000 OTHER SERVICES | 0 | 25,000 | 8,512 | 449 | 25,000 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

Budget & Management
11150001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|---|-----------|---------|----------------|
| ASSOCIATE MANAGEMENT ANALYST A084 - STEP 12 | 1 | 79,944 | 79,944 |
| ASSOCIATE MANAGEMENT ANALYST A084 - STEP 17 | 1 | 91,799 | 91,799 |
| Attrition | | | -143,049 |
| COMM ADMIN & FIN, POL& URB AFF | 1 | 146,096 | 146,096 |
| DIRECTOR OF ADMIN & FINANCE I153 | 1 | 120,969 | 120,969 |
| DIRECTOR OF POLICY & ADMINISTRATION I137 | 1 | 121,540 | 121,540 |
| PRINCIPAL MANAGEMENT ANALYST A085 - STEP 5 | 1 | 102,511 | 102,511 |
| Resiliency Grants Manager (0484) A047@step12 | 1 | 55,434 | 55,434 |
| Resiliency Grants Manager Step 12 A047 | 1 | 55,434 | 55,434 |
| SECRETARY TO COMMISSIONER 0340 - I178 | 1 | 51,908 | 51,908 |
| Senior Resiliency Grants Manager A066 - Step 12 | 1 | 64,881 | 64,881 |
| SR SPECIAL ASSISTANT TO COMMISSIONER I033 | 1 | 72,649 | 72,649 |
| | 11 | | 820,116 |

Work Plan

The Division of Urban Affairs (UA) oversees the work of the grants management team for the City of Buffalo. Over the last year, the Division's work has focused on the administration of 30 social programs and capital projects contained in the city's \$331 million-dollar American Rescue Plan (ARP) Spending Plan; \$78 million of these federal stimulus funds were made available in a city-wide Request for Applications developed in collaboration with Administration & Finance, the Office of Strategic Planning, and the Law Department. The Department of Admin, Finance, Policy, and Urban Affairs has been primarily responsible for ensuring that activities using ARP funds, follow Federal Treasury regulations, in addition to collecting and synthesizing data from departments needed to complete required quarterly and annual performance and expenditure reports.

Given the breadth of guidelines and requirements established around ARP funds, as well as the growing administrative burden expected as new subrecipients are identified out of the RFA process, UA has expanded the number of grant management personnel to effectively manage the growing number of active grants in the city's portfolio and continue soliciting additional resources. The division has had the opportunity to reassess and restructure the existing grant management procedures with the purpose of streamlining departments' operations related to the execution and acquisition of grants.

To this effect, the division has identified a cloud-based software (eCivis) that enables the grants management team to achieve the full grants management lifecycle using a single tool. By adopting this software, the grant management office can optimize the way UA and city departments exchange and store information needed to identify, apply to, and manage grant awards. More importantly, the division will be able to access grants data comprehensively and monitor grants performance and workflows evenly across city departments. Through comprehensive analysis UA will be better positioned to assess departments' capacities and offer assistance where needed. The intent is to begin use of the software by importing active grants for closer management with a focus on expediting grants in backlog, and then introduce the software to departments incrementally. Simultaneously, with a multi-user function, the division will be able to conduct regular research to continue building out the city's grant portfolio. The division will prioritize collaborating with departments during this process to ensure the use of this software can integrate into any existing grant management processes they find contribute to their success in fulfilling grant requirements.

Once integrated, the division will remain focused on growing the active grants portfolio, remediating outstanding inter-fund loans where possible and fulfilling grant requirements to ensure timely and complete disbursements.

Goals

1. To secure additional public or private grant funding for City Departments in line with their needs and priorities.

2. To facilitate Department operational improvements using a grant management software tool.
3. To identify opportunities to implement best practices in the grant management process.
4. To leverage grant resources and dovetail them into existing plans and agendas.
5. Showcase the City's best practices.

Activities

1. Monitor the city's grant portfolio to ensure both immediate and long-term goals are met.
2. Regularly identify grant opportunities and notify city departments of potential funding sources.
3. Track grant applications and awards through the implementation of a new grants management system and protocol to be used departmentwide.
4. Issue summary reports of grants under management.
5. Provide grant management consultation and assistance to Departments.
6. Research best practices for municipal projects and successfully completed Cities Rise training.
7. Apply for award recognition for the City.



City of Buffalo
Recommended Budget 2023-2024
General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|----------------------------------|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1059 URBAN AFFAIRS TOTAL | 179,909 | 243,115 | 243,115 | 196,432 | 259,972 |
| 11159001 URBAN AFFAIRS PS | 179,909 | 243,115 | 243,115 | 196,432 | 259,972 |
| 411001 ANNUAL SALARY | 178,884 | 242,090 | 242,090 | 195,407 | 258,622 |
| 414001 LONGEVITY | 1,025 | 1,025 | 1,025 | 1,025 | 1,350 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

Urban Affairs
11159001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|--|----------|---------|----------------|
| DIRECTOR OF POLICY & LEGISLATIVE AFFAIRS I172 | 1 | 133,946 | 133,946 |
| DIRECTOR OF URBAN AFFAIRS I184 | 1 | 124,676 | 124,676 |
| | 2 | | 258,622 |

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Treasury Division #15-1056

Mission

To receive, receipt, deposit and reconcile all monies for constituents of and departments in the City of Buffalo, with courtesy, efficiency, effectiveness and accuracy.

Goals

1. Going green by scanning and saving various reports versus printing them.
2. To work with MIS on creating a more efficient Teller/Cashier System which:
 - Encompasses all transaction types;
 - Accepts A/R and TVA payments;
 - Eliminates the need for multiple cash drawers;
 - Imports Revenue Reports, such as Towing, into Munis; and
 - Improves service, accuracy and documentation.
3. To reform the disbursement of paychecks by mailing paychecks directly and e-mailing advices.
4. To redesign and update Teller area in room 117 with new carpeting, color-scheme, as well as cleaning windows.
5. To update the dated analog security camera system in room 114 to digital with the assistance of DPW Buildings Division.

Activities

1. Constant monitoring and improving departmental Covid-19 protocols.
2. Ongoing efforts to “go green” including scanning and saving various reports vs printing.
3. Maximizing the effectiveness and efficiency of the current Teller System and improving the over-all customer experience
4. Partnering with M&T Bank to utilize Remote Check Deposit to reduce processing issues.

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Treasury Division #15-1056

Work Program Statistics

| | ACTUAL 2021-2022 | PROJECTION 2022-2023 | ESTIMATE 2023-2024 |
|---|---------------------|-------------------------|-----------------------|
| Lock Box Payments, Western Union, Escrow Payments, In Rem Distributions, Bankruptcy Payments, PVB Collections | 258,885 | 301,519 | 35,100 |
| WEB Payments | 17 | 17 | 17 |
| ACH Payments | 2 | 2 | 2 |
| Point & Pay, Web and IVR | 428,272 | 564,422 | 720,000 |
| Tellers' Payments Processed (including Tow, Permits, TVA and A/R) | 316,861 | 446,861 | 590,000 |
| In Rem Properties Auctioned | - | - | n/a |
| Maintenance and Reconciliation of Trust in Agency Accounts, Clearing Account and WEB Account | 694 | 693 | 693 |
| Service Orders for T & A Accounts, (including User Fee, In Rem, Foreign Fire, Court Orders, Garnishments and Office Supplies) | 253 | 241 | 2,000 |
| Paychecks Issued | 11,574 | 11,783 | 12,500 |
| Advices Issued | 34,480 | 37,908 | 41,000 |
| E-Pay Checks | 40,252 | 46,485 | 50,500 |
| Returned Items, Credit Card Reversals, ACH Reversals, Adjusting Batches | 4,433 | 8,585 | 10,000 |
| Incoming Telephone Calls, Walk-In Inquiries | 4,213 | 4,592 | 5,100 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|--|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1056 TREASURY DIVISION | 778,042 | 921,980 | 921,980 | 550,300 | 902,563 |
| ADMIN SERV TOTAL | | | | | |
| 11556001 TREASURY DIVISION PS | 648,192 | 693,761 | 693,761 | 469,820 | 710,522 |
| 411001 ANNUAL SALARY | 600,527 | 631,446 | 631,446 | 435,066 | 648,582 |
| 413001 OVERTIME | 26,671 | 32,000 | 32,000 | 21,124 | 32,000 |
| 413003 ACTING TIME | 9,891 | 8,500 | 8,500 | 5,825 | 8,500 |
| 414001 LONGEVITY | 11,095 | 12,150 | 12,150 | 7,805 | 11,775 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 0 | 8,500 | 8,500 | 0 | 8,500 |
| 414028 VACATION BUYOUT | 0 | 985 | 985 | 0 | 985 |
| 415001 AUTOMOBILE ALLOWANCE | 9 | 180 | 180 | 0 | 180 |
| 11556006 TREASURY DIVISION SV | 129,850 | 205,979 | 205,979 | 80,480 | 192,041 |
| 434002 CREDIT CARD & BANK CHARGES | 124,670 | 200,000 | 199,299 | 74,359 | 185,177 |
| 443301 MACHINERY & EQUIP REPAIRS | 398 | 400 | 400 | 0 | 400 |
| 443400 EQUIP MAINTENANCE CONTRACTS | 4,641 | 4,729 | 5,430 | 5,430 | 5,614 |
| 455100 INTERNAL PRINT SHOP | 31 | 100 | 100 | 0 | 100 |
| 456000 OTHER SERVICES | 110 | 750 | 750 | 691 | 750 |
| 11556007 TREASURY DIVISION CO | 0 | 22,240 | 22,240 | 0 | 0 |
| 474100 EQUIPMENT | 0 | 22,240 | 22,240 | 0 | 0 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

Treasury
11556001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|--|-----------|---------|----------------|
| ASST. ADMIN. OF TREASURY & COLLECTIONS (A074) STEP 5 | 2 | 80,880 | 161,760 |
| ASST. COLLECTION OFFICER (A048) STEP 12 | 1 | 53,499 | 53,499 |
| CONFIDENTIAL SECRETARY TO DIRECTOR OF TREASURY AND COLLECTIONS. I101 | 1 | 54,590 | 54,590 |
| DIRECTOR OF TREASURY & COLLECTIONS (I172) | 1 | 124,676 | 124,676 |
| JR. COLLECTION OFFICER (A004) STEP 15 | 1 | 43,786 | 43,786 |
| TELLER (A013) STEP 11 | 1 | 43,930 | 43,930 |
| TELLER (A013) STEP 17 | 2 | 49,135 | 98,270 |
| TREASURY ADMINISTRATOR (A060) STEP 5 | 1 | 68,071 | 68,071 |
| | 10 | | 648,582 |

Mission

To oversee and assist all City Departments in the collection and payment of outstanding invoices.

Goals

1. Adding Housing Court Judgments to Tax bills.
2. To work with MIS on creating a more efficient Teller/Cashier System:
 - To create a new program capable of enhancing efforts of in-house collections.
 - To allow on-line payments of all outstanding invoiced accounts.

Activities

1. Constant monitoring and improving departmental Covid-19 protocols.
2. Ongoing efforts to “go green” including scanning and saving various reports vs printing.
3. Providing appropriate City Departments with monthly collection reports.
4. Improving customer experience by providing more information to educate the public.
5. Implemented program in Infor Public Sector (HANSEN) to bill and monitor payment plans for Traffic Violations Bureau.

Work Program Statistics

| | ACTUAL 2021-2022 | PROJECTION 2022-2023 | ESTIMATE 2023-2024 |
|--|-----------------------------|---------------------------------|-------------------------------|
| Bankruptcy Accounts | 10 | 27 | 300 |
| Court Orders Accounts | 0 | 0 | 600 |
| Payment Plans | 216 | 606 | 500 |
| User Fee Foreclosure Notices | 0 | 9,274 | 5,500 |
| User Fee Properties Filed for Foreclosure | 0 | 5,035 | 3,000 |
| ARs to Collection Agency | 0 | 203 | 100 |
| Housing Court Judgments to Collection Agency | 0 | 324 | 140 |
| Monthly Statements for ARs | 1,360 | 1,232 | 1,200 |
| Incoming Telephone Calls, Walk-In Inquiries | 3,448 | 4,542 | 4,500 |
| User Fee Returned Mail and Lock Box Kickouts processed (began tracking 2018-2019). Returned to User Fee July 2022. | 134,753 | | |



City of Buffalo
Recommended Budget 2023-2024
General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|--|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1045 COLLECTIONS DIVISION TOTAL | 263,751 | 351,805 | 351,805 | 215,199 | 373,895 |
| 11545001 COLLECTION DIV PS | 252,976 | 303,355 | 303,355 | 208,773 | 325,445 |
| 411001 ANNUAL SALARY | 240,166 | 291,855 | 287,355 | 196,215 | 304,645 |
| 413001 OVERTIME | 3,613 | 0 | 500 | 309 | 7,500 |
| 413003 ACTING TIME | 4,121 | 2,000 | 6,000 | 7,549 | 3,000 |
| 414001 LONGEVITY | 5,075 | 6,100 | 6,100 | 4,700 | 5,400 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 0 | 3,400 | 3,400 | 0 | 4,900 |
| 11545006 COLLECTION DIV SV | 10,775 | 48,450 | 48,450 | 6,426 | 48,450 |
| 432003 LEGAL SERVICES | 0 | 250 | 187 | 0 | 250 |
| 434003 COLLECTION AGENCY FEES | 10,775 | 48,000 | 48,000 | 6,299 | 48,000 |
| 455000 PRINTING & BINDING | 0 | 100 | 164 | 128 | 100 |
| 455100 INTERNAL PRINT SHOP | 0 | 100 | 100 | 0 | 100 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

Collections
11545001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|---|-----|--------|---------|
| ASST. COLLECTION OFFICER (A048) STEP 13 | 1 | 54,587 | 54,587 |
| ASST. COLLECTION OFFICER (A048) STEP 5 | 1 | 58,946 | 58,946 |
| COLLECTION OFFICER (A066) STEP 17 | 1 | 72,963 | 72,963 |
| COLLECTION OFFICER (A066) STEP 5 | 1 | 72,963 | 72,963 |
| JR. COLLECTION OFFICER (A004) STEP 17 | 1 | 45,186 | 45,186 |
| | 5 | | 304,645 |

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Purchase Division #17-1068

Mission Statement

To procure goods and services at the best value to the taxpayers of the City in compliance with New York State Finance laws.

Administrative

1. To administer the internal functions required by all City Departments and agencies in a comprehensive cost-effective manner.
2. Ensure the efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment and services.
3. To manage City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

Activities

1. Administers all activities of the Division including establishing policy and procedure and purchasing guidelines.
2. Reports to the Department of Administration, Finance, Policy, and Urban Affairs. Addresses inquiries from the Executive and Legislative controlling bodies of government, as requested on all departmental matters.
3. Assists all City Departments and Agencies in developing RFP specifications, preparing cost estimates and timely acquisition of commodities.
4. Develops bid specifications, solicits bids and determines lowest responsible bidder. When necessitated by law, advertises for formal bids and awards and prepare formal contracts for encumbrances.
5. Manages vehicle inventory records, registrations, renewals, markings, and policy, along with disposal of obsolete vehicles and equipment by means of scrap or auction.
6. Procurement of Personal Protective Equipment (PPE) for Departments Citywide.
7. Participates and facilitates the utilization of MWBE suppliers.

Work Program Statistics

| | Actual 2021-2022 | Projection 2022-2023 | Estimate 2023-2024 |
|-------------------------------------|---------------------|-------------------------|-----------------------|
| Personnel | 8 | 8 | 8 |
| Value of Purchase Orders Written | \$29,695,271 | \$34,550,000 | \$37,500,500 |
| Purchase Orders Executed | 6,980 | 7,800 | 8,100 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|---|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1068 PURCHASING DIVISION TOTAL | 595,391 | 743,551 | 743,551 | 584,720 | 728,688 |
| 11768001 PURCHASE PS | 441,021 | 549,751 | 549,751 | 399,969 | 527,288 |
| 411001 ANNUAL SALARY | 429,810 | 523,651 | 523,651 | 388,311 | 504,863 |
| 413001 OVERTIME | 0 | 7,000 | 7,000 | 163 | 5,000 |
| 413003 ACTING TIME | 2,995 | 4,100 | 4,100 | 4,310 | 4,100 |
| 414001 LONGEVITY | 6,475 | 7,500 | 7,500 | 5,775 | 5,825 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 0 | 4,500 | 4,500 | 0 | 4,500 |
| 414028 VACATION BUYOUT | 1,491 | 2,000 | 2,000 | 1,129 | 2,000 |
| 415001 AUTOMOBILE ALLOWANCE | 250 | 1,000 | 1,000 | 281 | 1,000 |
| 11768004 PURCHASE TR | 0 | 2,150 | 2,150 | 0 | 2,150 |
| 458001 TRANSPORTATION | 0 | 550 | 550 | 0 | 550 |
| 458002 MEALS & LODGING | 0 | 700 | 700 | 0 | 700 |
| 458003 REGISTRATION & MEMBERSHIP FEES | 0 | 900 | 900 | 0 | 900 |
| 11768006 PURCHASE SV | 154,370 | 191,650 | 191,650 | 184,751 | 199,250 |
| 452000 INSURANCE & SURETY BONDS | 143,116 | 177,400 | 177,400 | 170,747 | 185,000 |
| 454000 ADVERTISING | 11,246 | 14,000 | 14,000 | 14,000 | 14,000 |
| 455000 PRINTING & BINDING | 0 | 150 | 150 | 0 | 150 |
| 455100 INTERNAL PRINT SHOP | 8 | 100 | 100 | 4 | 100 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

Purchase
11768001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|--|----------|---------|----------------|
| ADMINISTRATIVE ASSISTANT (A41) 1 @ STEP 13 | 1 | 55,180 | 55,180 |
| ADMINISTRATIVE ASSISTANT (A41) 1 @ STEP 16 | 1 | 58,896 | 58,896 |
| ASSISTANT DIRECTOR OF PURCHASE (A86) @ STEP 17 SCHEDULE A-1 | 1 | 88,212 | 88,212 |
| ASSOCIATE ACCOUNT CLERK (A22) LOCAL 650 1 @ STEP 17 PER SCHEDULE A-1 | 1 | 53,208 | 53,208 |
| Attrition | | | -53,208 |
| BUYER (A94) AT STEP 12 LOCAL 650 SCHEDULE A-1 | 1 | 60,726 | 60,726 |
| BUYER (A94) AT STEP 13 LOCAL 650 SCHEDULE A-1 | 1 | 62,256 | 62,256 |
| BUYER (A94) LOCAL 650 1 @ STEP 17 PER SCHEDULE A-1 | 1 | 68,373 | 68,373 |
| DIRECTOR OF PURCHASE (I109) | 1 | 111,220 | 111,220 |
| | 8 | | 504,863 |

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Inventory & Stores Division #17-1081

Work Plan

The Division of Inventory & Stores is a centralized division responsible for vehicle fuel and automotive parts stock room. Being centralized allows the Division to work closely with the Purchasing Division to secure pricing for fuel and parts in volume buying. This creates a check and balance system between the ordering department and the stock room. The usage and need of all Departments are monitored to assure parts and fuel usage is reasonable for the City fleet, which saves taxpayer dollars.

Administrative

1. Administers the internal functions required by all City Departments and Agencies in a comprehensive and cost-effective manner.
2. Ensures efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment, and services.
3. Manages City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

Goals

1. Procure automotive parts at the lowest price to maintain fiscal responsibility.
2. Procure and stock parts in a timely fashion to eliminate the down time of Public Works, Police and Fire vehicles, thus ensuring that there are no delays in providing city services.
3. To maintain the (13) fueling sites to comply with Department of Environmental Conservation regulations.

Work Program Statistics

| | Actual 2020-2021 | Projection 2021-2022 | Estimate 2022-2023 |
|-----------|-----------------------------|---------------------------------|-------------------------------|
| Personnel | 11 | 11 | 11 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|---|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1081 INVENTORY MANAGEMENT TOTAL | 6,260,497 | 9,001,779 | 9,081,078 | 7,379,684 | 9,155,092 |
| 11781001 INVENTORY & STORES PS | 649,371 | 684,829 | 684,829 | 484,635 | 809,267 |
| 411001 ANNUAL SALARY | 507,670 | 534,304 | 534,304 | 351,843 | 660,992 |
| 413001 OVERTIME | 124,851 | 130,000 | 130,000 | 115,702 | 130,000 |
| 413003 ACTING TIME | 5,174 | 5,500 | 5,500 | 5,307 | 6,500 |
| 413004 SHIFT DIFFERENTIAL | 5,277 | 6,000 | 6,000 | 4,122 | 5,000 |
| 414001 LONGEVITY | 6,100 | 7,225 | 7,225 | 7,511 | 5,125 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 0 | 1,500 | 1,500 | 0 | 1,500 |
| 415002 CLOTHING ALLOWANCE | 300 | 300 | 300 | 150 | 150 |
| 11781005 INVENTORY & STORES SP | 5,377,025 | 8,016,050 | 7,984,188 | 6,549,267 | 7,920,000 |
| 461105 JANITORIAL SUPPLIES | 140,946 | 165,000 | 144,538 | 114,682 | 145,000 |
| 461201 CLOTHING & UNIFORMS | 75 | 150 | 150 | 75 | 0 |
| 461400 POSTAGE | 422,238 | 675,900 | 675,436 | 674,609 | 700,000 |
| 462600 GASOLINE AND LUBRICANTS | 2,527,075 | 4,600,000 | 4,471,620 | 3,540,895 | 4,375,000 |
| 465001 AUTOMOTIVE SUPPLIES | 1,966,216 | 2,250,000 | 2,285,738 | 1,898,849 | 2,350,000 |
| 465002 TIRES AND TUBES | 320,475 | 325,000 | 406,707 | 320,157 | 350,000 |
| 11781006 INVENTORY & STORES SV | 227,814 | 278,100 | 333,100 | 289,519 | 328,100 |
| 443301 MACHINERY & EQUIP REPAIRS | 59,266 | 55,000 | 110,000 | 100,115 | 105,000 |
| 443302 VEHICLE BODY REPAIRS | 9,000 | 11,000 | 11,000 | 6,382 | 11,000 |
| 444201 RENTAL EQUIPMENT & VEHICLES | 151,875 | 195,000 | 195,000 | 169,952 | 195,000 |
| 455100 INTERNAL PRINT SHOP | 100 | 100 | 100 | 70 | 100 |
| 456000 OTHER SERVICES | 7,573 | 17,000 | 17,000 | 13,000 | 17,000 |
| 11781007 INVENTORY & STORES CO | 6,286 | 22,800 | 78,961 | 56,263 | 97,725 |
| 474100 EQUIPMENT | 6,286 | 22,800 | 78,961 | 56,263 | 97,725 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

Inventory & Stores
11781001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|--|-----------|---------|----------------|
| ASSISTANT SUPERTINENDENT OF AUTOMOTIVE SUPPLIES (A027) @ STEP 17 | 1 | 55,093 | 55,093 |
| Auto Inventory Clerk (A017) Step 14 | 1 | 48,311 | 48,311 |
| AUTOMOTIVE INVENTORY CLERK (A017) STEP 17 | 1 | 50,808 | 50,808 |
| AUTOMOTIVE INVENTORY CLERKS (A017) STEP 13 | 1 | 47,336 | 47,336 |
| AUTOMOTIVE INVENTORY CLERKS (A017) STEP 15 | 1 | 49,180 | 49,180 |
| AUTOMOTIVE INVENTORY CLERKS (A017) STEP 17 | 1 | 50,808 | 50,808 |
| FLEET DIRECTOR I045 | 1 | 109,148 | 109,148 |
| Inventory Clerk (A017) @ Step 13 | 1 | 47,336 | 47,336 |
| Inventory Clerk (A017) Step 11 | 1 | 46,666 | 46,666 |
| LABORER II (B025) STEP 5 | 1 | 45,474 | 45,474 |
| STOCK CLERK (A005) STEP 17 SCHEDULE A-1 | 1 | 46,336 | 46,336 |
| SUPERINTENDENT AUTO SUPPLIES (A063) STEP 13 | 1 | 64,496 | 64,496 |
| | 12 | | 660,992 |

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Print Shop & Mailroom Division #17-1082

Administrative

1. To administer the internal functions required by all City Departments and Agencies in a comprehensive cost-effective manner.
2. Ensure the efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment, and services.
3. To manage City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

Activities

4. The Print Shop is centralized, allowing cost savings of in-house printing, volume mailing discounts, and stock of supplies where bulk purchasing is beneficial.
5. Requisition, inventory and dispensing of Office Supplies and Personal Protective Equipment (PPE) to Citywide Departments.

Work Program Statistics

| | Actual 2021-2022 | Projection 2022-2023 | Estimate 2023-2024 |
|-------------------------------|-----------------------------|---------------------------------|-------------------------------|
| Print Shop/Mailroom Personnel | 6 | 6 | 6 |
| Mailed Pieces | 850,000 | 900,000 | 950,000 |
| Printed Pieces | 2,500,000 | 2,600,000 | 2,700,000 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|--|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1082 PRINT SHOP TOTAL | 409,779 | 472,430 | 507,757 | 379,980 | 507,669 |
| 11782001 PRINT SHOP PS | 306,487 | 331,470 | 331,470 | 225,655 | 343,009 |
| 411001 ANNUAL SALARY | 297,090 | 317,170 | 317,170 | 222,770 | 332,909 |
| 413001 OVERTIME | 0 | 2,000 | 2,000 | 0 | 2,000 |
| 413003 ACTING TIME | 4,524 | 4,000 | 4,000 | 459 | 500 |
| 414001 LONGEVITY | 4,874 | 5,500 | 5,500 | 2,425 | 4,800 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 0 | 2,800 | 2,800 | 0 | 2,800 |
| 11782005 PRINT SHOP SP | 80,485 | 75,360 | 109,593 | 89,782 | 110,360 |
| 461002 CONTRACT VENDOR SUPPLIES | 80,485 | 75,000 | 109,233 | 89,782 | 110,000 |
| 461201 CLOTHING & UNIFORMS | 0 | 360 | 360 | 0 | 360 |
| 11782006 PRINT SHOP SV | 21,886 | 25,600 | 26,350 | 24,320 | 25,800 |
| 443301 MACHINERY & EQUIP REPAIRS | 1,442 | 1,300 | 2,050 | 2,020 | 1,500 |
| 443400 EQUIP MAINTENANCE CONTRACTS | 19,664 | 23,500 | 23,500 | 21,520 | 23,500 |
| 444201 RENTAL EQUIPMENT & VEHICLES | 780 | 800 | 800 | 780 | 800 |
| 11782007 PRINT SHOP CO | 920 | 40,000 | 40,344 | 40,224 | 28,500 |
| 474100 EQUIPMENT | 920 | 40,000 | 40,344 | 40,224 | 28,500 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

Print Shop & Mailroom
11782001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|---|----------|--------|----------------|
| ACCOUNT CLERK TYPIST A005 - STEP 17 | 1 | 46,336 | 46,336 |
| ASSISTANT MAIL / PRINT SHOP SUPERVISOR A053 STEP 13 | 1 | 60,105 | 60,105 |
| ASSISTANT SUPERVISOR/GRAPHIC DESIGNER (A053) STEP 13 | 1 | 60,105 | 60,105 |
| Attrition | | | -92,672 |
| MAIL AND SUPPLY CLERK A009 (1 @ STEP 14) | 1 | 47,575 | 47,575 |
| MAIL AND SUPPLY CLERK A009 (1 @ STEP 17) | 1 | 49,835 | 49,835 |
| OFFSET PRESS OPERATOR A007 (1 @ STEP 17) | 1 | 47,592 | 47,592 |
| PRINT SHOP MAIL ROOM SUPERVISOR A062 (1 @ STEP 16) | 1 | 67,697 | 67,697 |
| STOCK CLERK A005 - STEP 17 | 1 | 46,336 | 46,336 |
| | 8 | | 332,909 |